



Title: X, Office of Personnel Management, Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER) Manual

Chapter: 3, CLER for OPM

Bulletin: CLER 05-1, Revision of the CLER for OPM Procedure

Date: January 7, 2005

To: Holders of the CLER for OPM Procedure

The CLER for OPM procedure has been updated to incorporate system and procedure changes. The changes affecting users are summarized below.

System Enhancements

- The Reports search criteria pages now give users the option of omitting totals from the reports they produce.
- System codes now include Reconciliation Reason Codes 590 and 591.
- On the Carrier Enrollees View and Payroll Office Enrollees View pages, a short definition is displayed next to the codes in the Discrepancy, Reconciliation Reason, Reconciliation Action, and Corrective Action fields.
- The CLER Logon page displays links to information about the CLER application's accessibility and security.
- The Carrier Enrollment Codes Search Results and Carrier Enrollment Codes View pages now display the Region field.
- Discrepancy Listing (Report 1) under the Reports section has been renamed Payroll Discrepancy Listing.
- Carrier Discrepancy Listing (Report 12) has been added to the Reports section.

Procedure Enhancements

- **Formatting Enrollment Data Files For Transmission To CLER and Timeline For CLER Quarterly Reconciliation** have been updated to include information about how users can get copies of the CLER Carrier Enrollment File Layout, CLER Payroll Office Enrollment File Layout, and Quarterly Reconciliation Timeline documents.
- **Transmitting Enrollment Data Files To CLER** has been updated to include the most current list of methods available to agencies for transmitting FEHB enrollment data files to CLER.
- **Glossary** has been updated to include computer and Internet technology definitions.

The CLER for OPM procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. Changes in the procedure are identified by “▶◀”. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by System Acronym**, then search for **CLER for OPM** on the list provided.

Please refer questions about the CLER system to the CLER Operations and Reconciliation Unit at **504-255-3270** or via e-mail at nfc.cler@usda.gov.



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